

**Utah Department of Community & Economic Development
Division of Community Development**



RURAL DEVELOPMENT FUND

**Program Description and
Application Form
(Revised February 2004)**

**Rural Development Fund
324 South State Street, Suite 500
Salt Lake City, Utah 84111
801-538-8722**

RURAL DEVELOPMENT FUND GRANT PROGRAM

(Revised September 2003)

OVERVIEW

The Rural Development Fund (RDF) is a program of the State of Utah providing grants to local governmental entities in south-central Utah. The source of the RDF's funding are a portion of mineral lease royalties collected on lands transferred to the control of the Utah School and Institutional Trust Lands Administration by the federal government in 1998. The RDF will only fund those applications, which are submitted by an eligible applicant for an eligible project.

Eligible Applicant

- Eligible applicants are limited to county and municipal governments or special service districts within Kane, Garfield, Piute and Wayne Counties.
- Ineligible applicants include Indian tribes, individuals, corporations, associations, and private non-profit groups.
- Eligible applicants cannot apply in behalf of ineligible applicants.

Eligible Project

- The RDF considers applications for capital projects (so-called brick & mortar projects).
- Capital projects include public facilities, services or infrastructure traditionally provided by local governmental entities under Utah statute.
- Eligibility is limited to projects owned by an eligible applicant.

Funding Guidelines

- Applicants are strongly encouraged to leverage RDF with other matching funds.
- The RDF will not fund planning or feasibility studies. Design projects, which are directly related to and will result in a capital project, will be funded on a 50/50 cash match basis.
- The RDF will not fund general operating budgets of eligible applicants. Additionally, the RDF will not fund operating or maintenance budgets for otherwise eligible projects.
- All applicants must demonstrate that the facilities or services provided will be available and open to the general public and that the proposed funding assistance is not merely a device to pass along low interest government financing to the private sector. Nothing precludes the RDF from considering the effect of a proposed project on "economic development" or "job creation," as long as the proposed project can be determined to be eligible.

PRE-SUBMISSION REQUIREMENTS

RDF County Representative Coordination

The RDF membership is comprised of a mayor or county commissioner from each of the four participating counties. Prior to submission of a funding request, all applicants seeking RDF funding must meet with the applicable county representative. This meeting is to ensure that applicants are fully apprised of RDF policies and procedures. The names and telephone numbers for the county representatives can be obtained by contacting the RDF contact listed on page 5, below.

Local Capital Improvement List

Applicants seeking RDF funding must have identified and listed their project in a county-wide capital development plan such as the "Consolidated Plan" utilized by the Community Development Block Grant (CDBG) Program or the "Consolidated Local Capital Improvement List" utilized by the Permanent Community Impact Fund Board (CIB) Program. A copy of this listing is to be attached to the application for RDF funding assistance.

Association of Governments Notification

Applicants seeking RDF funding must submit a copy of their application to the applicable Association of Governments (AOG). A copy of any comments made by the AOG is to be attached to the application for RDF funding assistance. The member counties for the applicable AOG's are:

County	Association of Governments
Garfield, Kane	Five County AOG P.O. Box 1550 St. George, UT, 84771 435-673-3548
Piute, Wayne	Six County AOG P.O. Box 820 Richfield, UT, 84701 435-896-9222

Department of Environmental Quality Review

Applicants seeking RDF funding for drinking water or waste water system projects must submit a copy of their application to the Utah Department of Environmental Quality (DEQ). DEQ contacts for review of RDF applications are:

Drinking Water Applications

Tim Pine
Division of Drinking Water
150 North 1950 West
Salt Lake City, Utah 84114
801-536-4205

Waste Water Applications

Tim Beavers
Division of Water Quality
288 North 1460 West
Salt Lake City, Utah 84116
801-538-6723

Division of State History Review

Applicants seeking RDF funding must submit a copy of their application to the Utah Division of State History. This review will consider any effects the proposed project may have on any district, site, building, or structure in the National Register of Historic Places or the Utah State Register of Historic Places. A copy of any comments made by the State Historic Preservation Office (SHPO) is to be attached to the application for RDF funding assistance.

SHPO Contact

James Dykman
Division of State History
300 Rio Grande
Salt Lake City, Utah 84101
801-533-3555

FUNDING PROCESS

The RDF has two funding cycles for reviewing and authorizing financial assistance each calendar year (spring and fall). Each funding cycle consists of an application deadline, a project review meeting and a funding meeting.

	Spring	Fall
Application Deadline	February 15	September 15
Project Review Meeting	mid March	mid October
Funding Meeting	mid April	mid November

The process for review and funding authorization of applications is as follows:

Application Preparation

1. Applicants will complete all the Pre-submission Requirements outlined above in the previous section.
2. Applicants will submit their funding request on the RDF's most current application form. Incomplete applications will be held pending submission of required information.
3. Complete applications accepted for processing will be placed on the Project Review Meeting agenda.

Project Review Meeting

Applicants and their representatives shall be informed of any Project Review Meeting at which their applications will be considered. Applicants may make formal presentations to the RDF and respond to questions during this meeting.

At the Project Review Meeting the RDF may either:

- Deny the application.
- Advance the application to the Funding Meeting but require the applicant to provide additional information, options analysis or other modifications to the funding request.
- Advance the application to the Funding Meeting without additional requirements.

No funds will be committed by the RDF at the Project Review Meeting, with the exception of bona fide health or safety emergencies.

Funding Meeting

Advancement to the Funding Meeting does not in and of itself constitute formal approval or commitment to finance a funding request in the amounts or terms requested by an applicant. The size, nature and timing requirements of all applications advanced to the Funding Meeting, as well as the actual availability of funds may require the RDF to alter or reduce its participation from the amounts or terms requested for any project.

At the Funding Meeting the RDF may either:

- Deny an application.
- Authorize project funding on altered amounts or terms from those advanced to the Funding Meeting.

- Authorize project funding as advanced to the Funding Meeting.

Applicants who do not receive funding authorization for a project may reapply for that same project during a future funding cycle. However, projects that do not receive funding authorization after a second funding cycle may not reapply.

APPLICATION SUBMISSION

Applicants need to submit one original and five (5) copies of their funding requests to the following address:

Keith J Burnett, Fund Manager
Rural Development Fund
324 South State Street, Suite 500
Salt Lake City, Utah 84111
801-538-8725

**RURAL DEVELOPMENT FUND
APPLICATION FORM**
(February 2004)

PART A. GENERAL INFORMATION

1. Applicant Agency

Name: _____

Address: _____

City: _____ County: _____ Zip: _____

2. Presiding Official

Name and Title: _____

3. Clerk/Recorder

Name and Title: _____

4. Contact Person

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____ FAX: _____

5. Engineer/Architect

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____ FAX: _____

6. Financial Consultant

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____ FAX: _____

7. Tax Identification Number: _____

PART B. PROJECT DESCRIPTION

Label this section as Attachment #1 and cover the following areas:

- WHO - A description of the applicant agency and the problem, situation, condition or need to be addressed by the proposed project. The description should cover the number of persons, land area, governmental facilities, services or operations impacted by the problem.
- WHAT - A description of the proposed project including size, location, development timetable, etc. Include explanation of projected benefits and alternatives considered. Attach an 8½ x 11 map as Attachment #2, if applicable.
- WHY - A description of why the applicant agency requires RDF financial assistance and what effect not receiving the requested financial assistance will have on the proposed project.

PART C. PROPOSED FUNDING

1. RDF Funds Requested

Grant Amount: \$ _____

2. Cost Sharing

	<u>Funding Source</u>	<u>Cost Share</u>
a.	<u>Applicant Cash</u>	<u></u>
b.	<u>Applicant In-kind</u>	<u></u>
c.	<u>Other Local Cash</u>	<u></u>
d.	<u>Other Local In-Kind</u>	<u></u>
e.	<u>Federal Grant</u>	<u></u>
f.	<u>Federal Loan</u>	<u></u>
g.	<u>State Grant</u>	<u></u>
h.	<u>State Loan</u>	<u></u>
i.	<u>RDF GRANT</u>	<u></u>
	Total Project Revenues	\$ <u></u>

3. Project Budget

a. Engineering & Architecture Services

Basic E&A Services

(preliminary studies, layouts, cost estimates, design drawings, specifications and contract documents, basic representation during construction, etc.)

\$ _____

Special E&A Services

(soils investigations, land surveys, full time construction inspection, environmental assessments, O & M Manuals, water rights investigations, etc.)

\$ _____

Sub-Total Engineering Services

\$ _____

b. Equipment & Facilities

Purchase of existing equipment or facilities

\$ _____

Purchase of new equipment

\$ _____

Land Acquisition, rights-of-way or water rights

\$ _____

Sub-Total Equipment & Facilities

\$ _____

c. Construction

Direct Construction

Attach detail on quantity & unit price as Attachment #3

\$ _____

Contingencies

\$ _____

Sub-Total Construction

\$ _____

d. Administration

Administration

\$ _____

Legal

\$ _____

Financial Consultant

\$ _____

Bond Counsel

\$ _____

Sub-Total Administration

\$ _____

TOTAL PROJECT COST

\$ _____

PART D. PRE-SUBMISSION CHECKLIST

All applicants must meet all the requirements of Part D. Incomplete applications will be held pending the completion of this section.

1. RDF County Representative Coordination.

Prior to submission of a funding request, all applicants seeking RDF funding must meet with the applicable county representative. This meeting is to ensure that applicants are fully apprised of RDF.

2. Consolidated Local Capital Improvement List.

Attach the current consolidated capital improvement list as Attachment #4. Projects not identified on a county's or DCED's list will not be funded by the RDF, unless they address a bona fide public safety or health emergency.

3. Association of Governments Notification.

Attach a copy of required AOG review and comments as Attachment #5.

4. Division of State History Notification.

Attach a copy of required State Historic Preservation Office review and comments as Attachment #6.

5. Department of Environmental Quality Review

All applicants for proposed drinking water and waste water projects must provide sufficient technical information to DEQ to permit detailed technical review of the project.

PART E. SIGNATURE

I, _____, the _____
(type name) (type title)

of _____
(type name of applicant agency)

do hereby certify that the above-presented information is accurate and correct to my best knowledge and that this application has been authorized by the applicant agency.

(signature) (date)